

Standard Operating Procedure Bureau of Land and Water Quality Date: August 1, 2002 Doc num: DEPLW0503-A2002

COVERSHEET STANDARD OPERATING PROCEDURE

Operation Title:	Processing of Site Location of Developme	ent Act Applications	<u>, Divisior</u>
	of Land Resource Regulation		
Identification No.:	DEPLW0503-A2002		
Revision No.:	<u>00</u>		
Originator Name:	Judy Gates		
Reviser:	<u>N/A</u>		
Effective Date:	08/01/02		
4 D D D O V 4 1 O			
<u>APPROVALS</u> :			
Bureau of Land ar	nd Water Quality Director:		
David A. Van Wie)	Date:	
Print Name	Signature		
QMSC Chair:			
Malcolm C. Burso	on	Date:	
Print Name	Signature		
DISTRIBUTION.			
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() Bureau of Air (QualityBy:	Date:	
() Bureau of Land and Water Quality			
() Bureau of Remediation and Waste Management By: Date:			
() Office of the Commissioner			
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() Bureau QACs and Lead auditors By: Date:			



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Bureau of Land and Water Quality Division of Land Resource Regulation Licensing Unit

Standard Operating Procedure
Processing of Site Location of Development Act Applications

- **1. APPLICABILITY**. This standard operating procedure (SOP) applies to all licensing staff in the Bureau of Land and Water Quality's Division of Land Resource Regulation (Division) after August 1, 2002. It applies to the processing of applications filed with the Department under the Site Location of Development Act (Site Law).
- **2. PURPOSE**. This SOP is intended to establish consistent procedures for the processing of Site Law applications by the Division of Land Resource Regulation.

3. RESPONSIBILITIES.

- 3.1 COMPLIANCE. All licensing staff in the Division of Land Resource Regulation are responsible for becoming familiar, and complying with, the contents of this procedure during processing of an application. The attached appendices are to serve as reference materials throughout the processing of applications. Supervisors are responsible for ensuring that licensing staff is familiar with and adhere to the procedures outlined in this SOP. Enforcement & Field Services staff Drafting Department Orders will also adhere to these procedures.
- 3.2 OTHER. The Licensing Coordinator is responsible for initial development, approval, distribution, and maintenance of the proposed SOP. Policy and Procedures staff in the Bureau of Land & Water Quality will track this SOP. The name of responsible individuals, document title, dates of last revision, and document numbers will be recorded.

4. GUIDELINES AND PROCEDURES.

- 4.1 ORIGINATION AND CONTENTS. Division Licensing staff will use the Processing Checklist associated with this SOP when processing a Site Law application to ensure that all processing steps have been followed. The completed checklist will be included in the project file. Associated appendices will be used as guidance.
- 4.2 SOP DEVELOPMENT AND APPROVAL PROCESS. Approval of this SOP follows the preliminary draft cycle and final approval cycle for Bureau-specific SOPs described in SOP No. OC-PE-0001, Standard Operating Procedure Development, Format, Approval, and Distribution, dated June 15, 2001. The Director of the Bureau of Land and Water Quality and the Maine DEP's QAM approve the final SOP.



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5. REFERENCES.

5.1 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY MANAGEMENT PLAN (JUNE 2001).

- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE ON STANDARD OPERATING PROCEDURES (OC-PE-0001).
- 5.3 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF LAND AND WATER QUALITY, STANDARD OPERATING PROCEDURE SUPPLEMENT TO OC-PE-0001 (DEPLW2001-22).



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Processing Checklist - Site		
Application #:	ATS#:	
Pre-app Date:	Pre-sub Date:	
Received:	Project –D-:	
STEP 1	. Log in name as analyst in ATS/ORACLE	
STEP 2	. Completeness review: Use appropriate checklist to verify completeness	
	A. IF COMPLETELog accept date into ATS	
	Send out to review	
	Send acceptance letter to applicant or agent	
	Log into personal project record	
	Establish file	
	B. IF INCOMPLETE Note any deficiencies on checklist	
	Send summary letter to applicant or consultant requesting info with Submittal deadline Deadline	
	or	
	Return check, application w/ letter, retaining a copy	
	Notify log-in person of return	
STEP 3.	Reviews	
	A typical review turnaround is 30 days . This should be specified on a review request	
	template sent to the appropriate agency contact (see below). Agency reviews are	
	requested based on expertise and jurisdiction and are incorporated into findings in the	
	permit. Agency reviews can also identify areas of concern requiring additional	
	information and clarification from the Applicant. Return Date:	
STED 1	Permit Draft	
51L1 4.	While waiting for agency reviews, the permit can be drafted using the appropriate	
	template. Review comments can be incorporated in the final draft.	
STEP 5.	Final Permit	
	Save the final draft in the appropriate folder for your region. Turn in the cover sheet to	
	the Planning & Research Associate (PRA) for formatting. The Licensing Coordinator	
	will read the permit, make any changes and return the edited copy to either the PRA (if	
	changes are minor) or to the project manager. The final permit will go for signature	
	within 2-3 days of giving it to the PRA, unless major edits are required. PRA will send a	
	copy of the signed order to the applicant, PM, and town.	
STEP 6.	Filing	
	The signed original order is filed by the PRA in the filing cabinets in Augusta. A copy	
	will come to the PM after the applicant has received it via certified mail. That copy,	
	along with the application materials, a copy of any associated NRPA decisions, review	
	comments, copies of correspondence, etc. is tabbed and filed. It is the responsibility of	
	the PM to remove handwritten notes (unless pertinent & appropriate), duplicate apps and	
	draft copies from the file. Enter any conditions requiring compliance verification into the	
	Condition Compliance Database.	